TITLE: XXXX Survey Brief

**Why we are running this survey now**

Sheffield Hallam is committed to….

To help facilitate progress, we are ….

We want to hear your views on ….

By taking part you are ….

Thank you ….

Please contact XXXXX who are administering this survey on behalf of XXXX….

Alternatively, please visit the webpage XXXX

**Follow-up activities**

At the end of the survey you will be asked…..

You will be asked to provide an appropriate email address/phone number which will be used as the point of contact. (State clearly how they do this)

**Data security and anonymity**

Sheffield Hallam takes responsibility for the lawful, fair and transparent use of the data you submit through this survey. All data collected will be in compliance with the General Data Protection Regulations (GDPR).

All data collected through this survey will be stored by Sheffield Hallam. It will only be viewed and accessed by XXXXX (administering) and XXXXX (analysing).

How will the data be used (anonymity/confidentiality)…..

(Research/evaluation would add legal basis for research, link to privacy notice and how to complain)

If you have any questions about this survey that have not been answered by this information page, please contact XXXX

TITLE: XXXX Survey Debrief

Thank you for taking part in this survey.

What if I have any questions that I would like to ask now?

XXXXX

This study has raised personal issues that I am not comfortable discussing with the researcher now – what should I do?

XXXX. Support network details are included below.

If you feel you have been adversely affected by taking part in this survey, and would like to speak to an independent support service you are advised to seek help from:

XXXXX External support contact details (range of methods of contact)

XXXXX Internal support contact details (range of methods of contact)

I have concerns about this study, or the way in which it was conducted – who should I contact?

XXXX same as on the briefing page